



PINAL COUNTY
wide open opportunity

Operations Section

Pinal County Emergency Operations Center

Operations Section

Functional Positions



Operations Section

Course Objectives

- By the end of this course you should be able to describe the primary functions for the Operations Section as demonstrated;
- Describe the duties and responsibilities of the different Operations Positions.



Operations Section

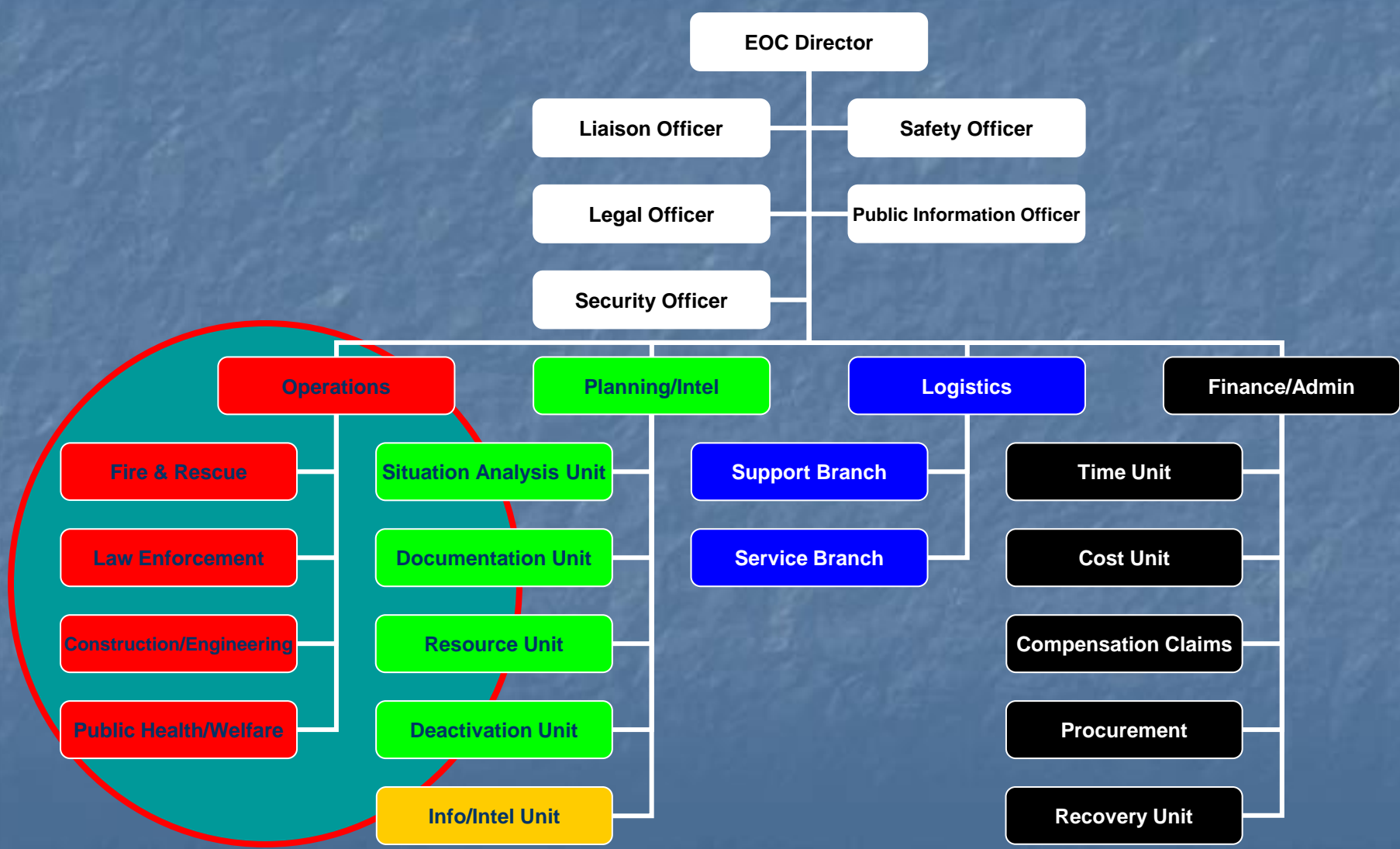


EOC Staffing

- Staffing level is determined by situation during an emergency.
- EOP defines the level of activation which dictates number of personnel required to operate EOC functional areas.
- Span of Control is 1:7 (i.e. one supervisor for up to seven sub-functions. Optimal is five!

Operations Section

EOC Functional Organizational Chart





Operations Section

EOC Organization

- Five primary EOC functions are established as separate sections in the EOC organization.
- Sub-Functions may be established for each section.
- Functions described here are those that may need to be activated during EOC activation.

Operations Section

Generic Checklist Activation



- Key staff personnel report to EOC and check-in upon arrival.
- Set-up work station & review position responsibilities.
- Establish & Maintain a position log (ICS-214).
- Determine resource needs/copies of plans/reference documents.



Operations Section

Operations Section Functional Description

- Operations Sections positions (sub-functions) vary depending upon need.
- EOC Operations Sections consist of the following positions...



Operations Section

Operations Section Positions

- Fire and Rescue Branch consist of...
 - Fire Operations Unit
 - Emergency Medical Services Unit
 - HazMat Unit
- Law Enforcement (LE) Branch consist of...
 - LE Operations Unit
 - Medical Examiner
 - SAR Unit





Operations Section Positions

- Construction/Engineering Branch consist of...

Utilities Unit

PDA Unit

Public Works Unit

Staging Area Unit

Resource Status Tracking Unit



Operations Section

Operations Section Positions

- Public Health & Welfare Branch consists of...

Care and Shelter Unit

Public Health Officer

Animal Care and Welfare Unit





Operations Section Chief Responsibilities

- Ensure that Operational Objectives identified in the EOC Action Plan are carried out effectively.
- Establish appropriate level of branch/unit organizations within the Operations Section.
- Conduct periodic Operations briefings for the EOC Manager as required or requested.



Operations Section

Operations Section Chief During Activation

- Designate Branch Directors, as necessary, for:
 - Fire & Rescue Branch
 - Law Enforcement Branch
 - Construction & Engineering Branch
 - Health & Welfare Branch
- Meet with sections personnel and determine appropriate section objectives for the first operational period.



Operations Section

Operations Section Chief During Operations

- Conduct periodic briefings to reach consensus among staff on forth-coming operational periods.
- Brief EOC Manager on all major incidents.
- Share status information with other sections as appropriate.
- Provide Planning Section with situation, resource information (as necessary) and objectives (prior to Planning Meeting).



Operations Section

Fire Branch Director Responsibilities

- Responsible for being primary link between EOC and Fire Department Operations Center (FDOC) and/or Dispatch Center.
- Reports to Operations Section Chief.
- Branch will supply FDOC & IC (as appropriate) with directives developed in EOC.



Operations Section

Fire Branch Director Responsibilities

- Assist in acquiring mutual aid resources, as necessary.
- Coordinate with the Law Enforcement Branch Chief on Search & Rescue activities.
- Implements the objectives of the EOC Action Plan assigned to the Fire Branch.



Operations Section

Fire Branch Director During Activation

- Activate necessary units within the Fire & Rescue Branch:
 - Fire & Rescue Unit
 - Emergency Medical Unit
 - Hazardous Materials (HazMat) Unit
- Prepare objectives for the Fire Branch; provide them to the Operations Section Chief before first EOC Action Planning Meeting.



Operations Section

Fire Branch Director During Operations

- Obtain and maintain current status on Fire missions being conducted.
- Provide Operations Section Chief and Planning Section with summary of Fire Operations, periodically or as requested.
- Provide your relief with a briefing at shift change.



Operations Section

Fire Operations Unit Leader Responsibilities

- Respond to request for non-fire support resources from the fire departments DOC.
- Monitor and Track fire resources utilized during the event.
- Provide general support to field personnel as required.



Operations Section

Fire Operations Unit Leader During Operations

- Establish objectives based on the nature and severity of the emergency and provide them to the Fire Branch Director prior to the first EOC Action Planning meeting.
- Evaluate and process all requests for fire Mutual Aid resources.



Operations Section

Emergency Medical Unit Leader Responsibilities

- Ensure that all available emergency medical resources are identified and mobilized as required.
- Provide assistance as required to Incident Command Posts and DOC in establishing triage teams.
- Determine status of medical facilities within the affected area.



Operations Section

Emergency Medical Unit Leader During Operations

- Determine status/availability of medical mutual aid resources in the operational area (i.e. paramedics and ambulances).
- Coordinate with the Logistics Section to acquire suitable transportation for injured victims as required or requested.



Operations Section

HazMat Unit Leader Responsibilities

- Determine the scope of hazardous materials incidents.
- Assist in mobilizing hazardous materials teams at the request of Department Operations Centers or Field Incident Commanders.



Operations Section

HazMat Unit Leader During Operations

- Coordinate with Fire Branch Director to determine missions for HazMat teams based on established priorities.
- Establish radio or phone communication with all deployed HazMat teams to determine the scope of support required.



Operations Section

Law Enforcement Director Responsibilities

- Responsible for linking EOC to law enforcement agencies, DOC, Dispatch Centers, etc...
- Coordinate movement and evacuation operations during an emergency.
- Coordinate site security at incidents.



Operations Section

Law Enforcement Director During Activation

- Follow Generic Activation Phase Checklist.
- As necessary, activate Units within the Law Enforcement Branch:
 - Law Enforcement Operations Unit
 - Medical Examiner
 - Search and Rescue Unit
- Contact and assist the AO Law Enforcement personnel and Medical Examiner (as requested).



Operations Section

Law Enforcement Director During Operations

- Maintain current status on Law Enforcement missions being conducted.
- Determine need for Law Enforcement Mutual Aid.
- Provide your relief with a briefing at shift change.



Operations Section

Law Enforcement Operations Unit Leader Responsibilities

- Establish and maintain communication with Law Enforcement Directors in the field or DOC if activated.
- Monitor and track law enforcement resources utilized during the event.



Operations Section

Law Enforcement Operations Unit Leader During Operations

- Establish and maintain radio or phone communication(s) with the Department Operations Center or LE Directors in the field as appropriate.
- Assess the impact of the emergency on the department's operational capability.



Operations Section

Medical Examiner Responsibilities

- County Medical Examiner will normally carry out role.
- At direction of the Sheriff, the Medical Examiner will establish and oversee the operation of temporary morgue facilities and maintain detailed record of information relative to each fatality.



Operations Section

Medical Examiner During Operations

- Ensure that locations where fatalities are discovered are secured.
- Procure (via logistics) all necessary fatalities management equipment such as body bags, temp cold storage facilities, etc...
- Assist the Sheriff with identifying remains and notifying next of kin as required.



Operations Section

Search & Rescue (SAR) Unit Leader Responsibilities

- Assist in mobilizing Search and Rescue Teams at the request of Department Operations Centers or Field IC's.
- Ensure that deployed teams are provided with adequate support.



Operations Section

Search & Rescue (SAR) Unit Leader

During Operations

- Work with all Operations Section Branch Directors to determine the scope of search and rescue assistance required.
- Mobilize and deploy available search and rescue teams to locations or to other emergency response agencies according to established policies and priorities.



Operations Section

Construction/Engineering Director Responsibilities

- Typically this branch includes coordination of:
 - utility services, public works, engineering, damage and safety inspections.
- Survey all utility systems, public and private facilities and all other infrastructure systems and coordinate repair and restoration of disrupted services and damaged facilities.



Operations Section

Construction/Engineering Director During Activation

- Activate the necessary units within the Construction/Engineering Branch:
 - Utilities Unit
 - Damage Assessment Unit
 - Public Works Unit
 - Staging Area Unit (Logistics)
 - Resource Status Tracking Unit (Logistics)



Operations Section

Construction/Engineering Director During Operations

- Ensure that damage and safety assessments are being carried out for both public and private facilities.
- Coordinate debris removal services as required.
- Ensure that the Preliminary Damage Assessment (PDA) are completed and maintained.



Operations Section

Utilities Unit Leader Responsibilities

- Assess the status of utilities and provide Utility Status Reports.
- Coordinate restoration of damaged utilities with utility representatives in the EOC, if present, or directly with Utility companies.



Operations Section

Utilities Unit Leader During Operations

- Establish and maintain communications with the utility providers.
- Determine the extent of damage to utility systems.
- Keep the Public Health Department Director informed of any damage to sewer sanitation systems, as well as possible water contamination problems.

Operations Section

Damage/Safety Assessment Unit Leader Responsibilities

- Collect initial damage assessment information from other branches/units within the Operations Section.
- If emergency is storm, flood, or earthquake related, ensure that inspections teams have been dispatched to assess the conditions.





Operations Section

Damage/Safety Assessment Unit Leader During Operations

- Obtain initial damage assessment information from Fire Branch, Law Enforcement Branch, Utilities Unit and other branches as necessary.
- Clearly label each structure and/or facility inspected in accordance with standards and guidelines.



Operations Section

Public Works Unit Leader Responsibilities

- Assist Operations Section by providing construction equipment and operators as necessary.
- Provide emergency construction and repair to damaged roadways.
- Provide flood-fighting assistance, such as sandbagging, re-routing waterways away from populated areas, and streambed debris clearance.

Operations Section

Public Works Unit Leader During Operations

- Ensure that appropriate staff is available to assist other emergency responders with the operation of heavy equipment.
- Work closely with the Logistics Section to provide support and material as required.





Operations Section

Staging Area Unit Manager Responsibilities

- Respond to request for resources.
- Request additional tactical resources for Staging through Logistics, according to established staffing levels.



Operations Section

Staging Area Unit Manager During Operations

- Determine types and numbers of resources to be maintained in Staging.
- Identify Staging Area (s) layout with Field Incident personnel.
- Ensure that check-in/check-out procedures are coordinated with the Planning Section.
- Monitor areas for identification and traffic control.



Operations Section

Resource Status Tracking Unit Responsibilities

- Establish all emergency Check-in activities.
- Maintain displays, charts and lists that reflect the current status and locations of critical resources, transportation and support vehicles.
- Maintain a master check-in list of resources assigned to an emergency.



Operations Section

Resource Status Tracking Unit During Operations

- Prepare and maintain the EOC display including:
 - organization chart (ICS Form 207), resource allocation (ICS Forms 201,204) and deployment sections.
- Gather, post and maintain emergency resource status.
- Coordinate a master roster of all resources checked-in at the emergency.



Operations Section

Public Health and Welfare Director Responsibilities

- Responsible for jurisdictional coordination of:
 - People,
 - Animals and
 - Mass care activities during the emergency.
- Safeguard the public health of citizens by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls, as required.



Operations Section

Public Health and Welfare Director During Operations

- Ensure coordination of all mass care activities occurs with the American Red Cross and other volunteer agencies as required.
- Ensure that animal control measures are in effect and animal care and sheltering is appropriate for the emergency.



Operations Section

Care & Shelter Unit Leader Responsibilities

- Assist the American Red Cross (ARC) with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
- Assist ARC with the transition from mass care to separate family/individual housing.



Operations Section

Care & Shelter Unit Leader During Operations

- Coordinate with the Liaison Officer to request an Agency Representative to coordinate all shelter activity.
- Establish communication with other volunteer agencies to provide clothing and other basic life sustaining needs.
- Assist the American Red Cross in staffing and managing the shelters to the extent possible.



Operations Section

Public Health Unit Coordinator Responsibilities

- Assess the status and availability of potable water and sanitation system.
- Inspect and assess emergency supplies such as food and other consumables for purity and utility.
- Assess the need for vector control plan for the affected emergency areas.



Operations Section

Public Health Unit Coordinator During Operations

- Coordinate with the Utilities Unit Leader to determine current status of water and sanitation systems.
- If systems are damaged, assess drinking water quality and potential health risks from ruptured sewer/sanitations systems.
- Develop a distribution system for drinking water as required.



Operations Section

Animal Care & Welfare Unit Leader Responsibilities

- Assess the status of animal care needs.
- Determine the need for animal care and veterinary services.
- Develop a plan for meeting animal welfare needs for the duration of the emergency.



Operations Section

Animal Care & Welfare Unit Leader During Operations

- Obtain current level of staffing and anticipated needs for additional personnel.
- Determine extent of damage to and the operational capacity of shelter facilities.



Operations Section

Generic Checklist For Deactivation

- Deactivate position and close out log when authorized.
- Complete all required forms and submit to Planning Section, as appropriate.
- Provide input for after-action report.
- Thoroughly brief person relieving you.
- Clean up workstation.
- Ensure proper CHECK-OUT upon EOC Deactivation.
- Leave your contact number where you can be reached.



Operations Section

EOC Operations Section

THANK YOU!

Any Questions??